

How to Become a Child Care Provider Approved to Participate in the Child Care Assistance Program

January 2013



CHILD CARE ASSISTANCE PROGRAM OVERVIEW

A child care provider must be approved to participate in the Child Care Assistance Program (CCAP) to receive Child Care Assistance (CCA) subsidy payments from the State of Alaska, on behalf of an eligible family. The CCAP provides help with child care expenses based on a sliding fee scale for eligible families. The CCAP in Alaska is known as “Parents Achieving Self Sufficiency” (PASS). The State of Alaska, Department of Health and Social Services, Division of Public Assistance, Child Care Program Office (CCPO) manages the PASS Program.

The Three PASS Program Categories Are:

- **PASS I** – provides child care assistance to families receiving benefits under the Alaska Temporary Assistance Program (TA). PASS I CCA is administered by the CCPO in collaboration with the Division of Public Assistance, Field Services and Work Service Providers statewide.
- **PASS II** – provides child care assistance for up to a twelve-month period to families leaving TA who continue to need child care while working, seeking work, training or attending school. PASS II CCA is administered by child care assistance grantees statewide.
- **PASS III** – provides child care assistance to families who are not eligible for PASS I or PASS II and are working, seeking work, in training or attending school. PASS III CCA is administered by child care assistance grantees statewide.

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ELIGIBLE PROVIDER TYPES

The application process to participate in the CCAP is specific to the eligible **Provider Type** below. Each of these Provider Types have a set limit for the number of children they may care for. This is called **'capacity.'**

- **Licensed Providers** hold a child care license issued by either the Municipality of Anchorage Department of Health and Human Services or the State of Alaska, Department of Health and Social Services. A Licensed Provider's capacity is determined by their facility size and type and is stated on their Child Care License.
- **U.S. Department of Defense or U.S. Coast Guard Certified Providers** hold a current certificate or other approval granted by the U.S. Department of Defense or the U.S. Coast Guard. The standards used must be evaluated by the Department of Health and Social Services, CCPO to determine if they meet or exceed the requirements, including capacity, of 7 AAC 41.
- **Tribally Approved or Tribally Certified Providers** hold a current certificate or other approval granted by a tribal entity. The standards used must be evaluated by the Department of Health and Social Services, CCPO to determine if they meet or exceed the requirements, including capacity, of 7 AAC 41.

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ELIGIBLE PROVIDER TYPES CONTINUED

- **Nationally Accredited or Nationally Certified Day Camp or Similar Providers** hold a current accreditation or certification from the American Camping Association or another national accreditation group. The standards used must be evaluated by the Department of Health and Social Services, CCPO to determine if they meet or exceed the requirements, including capacity, of 7 AAC 41.
- **Approved (Non- Relative) Providers** are sole caregivers who provide care to eligible children in the provider's private residence. Approved Providers may only participate as this type of provider one time for up to 12 consecutive months. If a provider's status ends, their eligibility continues until the 12 month timeframe expires. Capacity: Approved (Non-Relative) Providers may care for no more than a total of five children under 13 years of age, including the provider's own children under 12 years of age. No more than four children may be unrelated to the provider and no more than two children may be under the age of 30 months.

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ELIGIBLE PROVIDER TYPES CONTINUED

- **Approved Relative Providers** are sole caregivers who provide care in the provider's private residence to eligible children who are their grandchildren, great-grandchildren, sibling, niece or nephew, great-niece or great-nephew (no cousins). When caring for siblings, they must reside in different residences. A new application is required every two years to continue participation in the CCAP. Capacity: Approved Relative Providers may care for no more than a total of five children under 13 years of age, including the provider's own children under 12 years of age. No more than two may be under the age of 30 months.
- **PASS II and PASS III In-home Providers** are the parent(s) of the children who receive CCA. The provider (family) hires a caregiver to care for the children in the family's home. The parent is considered the employer of the caregiver. An In-home caregiver may not provide child care services for more than one family at a time. Capacity: the caregiver may bring their own children into this setting, with the parent's permission, only if the total number of children combined does not exceed five children.
- **PASS I In-home Providers** provide child care services in the home of a family receiving PASS I Child Care Assistance through the TA program. Capacity: the provider may bring their own children into this setting, with the parent's permission, only if by doing so the total number of children combined does not exceed five and there is no more than two children under 30 months of age.

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GENERAL PROVIDER APPLICATION REQUIREMENTS

To participate in CCAP a child care provider applicant must be at least 18 years of age and submit a completed CCA application packet, attend a Provider Orientation and pass background checks based on the Provider Type they are applying to become prior to approval. All Provider Types, except for In-home Providers, must also have a valid State of Alaska Business License.

Background Check requirement information:

- CCAP regulations require persons who have contact with children in care to be free from problems that may pose a risk to children, including specific barring conditions or crimes.

Completed background checks must be received for the provider and all applicable household members, prior to approval.

- The type of background checks required are based on the applicant's Provider Type. An individual may not work, volunteer, or reside in the facility where child care is provided or with an opportunity to access where child care is provided if the individual is found to have a barring crime or condition resulting from the background check.

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GENERAL PROVIDER APPLICATION REQUIREMENTS CONTINUED

Background Check requirement information continued:

- To assist in identifying barring crimes/conditions and timeframes, please view the Barrier Crime Matrix at: <http://www.hss.state.ak.us/dpa/programs/ccare/regs.htm>

The Child Care Assistance office will complete the following Background Check Screenings for all applicants and applicable household members:

- The Federal System for Award Management;
- The CCPO List of Ineligible Families/Providers; and
- For Approved Relative Providers, a check of the Sex Offender/Child Kidnapper Registration Central Registry, Alaska Court System's Court View for any barring crimes or conditions, and submit applicable household member's names for a Child Protection Services check through the Office of Children's Services.

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PROVIDER APPLICATION REQUIREMENTS FOR ALL LICENSED/ CERTIFIED PROVIDERS

In addition to the general provider application requirements, providers who are Licensed/U.S. Department of Defense or U.S. Coast Guard Certified, Tribally Approved or Tribally Certified Providers, Nationally Accredited or Nationally Certified Day Camp or Similar Program, must submit the following to the CCA office:

- A completed Licensed/Certified Provider Application packet;
- A copy of their Child Care License issued by the State of Alaska Department of Health and Social Services; the Municipality of Anchorage Department of Health and Human Services, if applicable;
- A copy of their Certification or other approval granted by the U.S. Department of Defense or U.S. Coast Guard, if applicable;
- A copy of current accreditation or certification from a national accreditation group for a day camp or similar facility, if applicable;
- A copy of current certificate or other approval granted by a tribal entity, if applicable; and
- Attend a Provider Orientation provided by the CCA office.

A Licensed/Certified Provider application packet includes:

- *Licensed/U.S. Department of Defense or U.S. Coast Guard Certified Provider Application;*
- *State of Alaska Substitute Form W-9; and*
- *Child Care Provider Rates and Responsibilities form (CC12).*

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APPROVED (NON-RELATIVE) PROVIDER

APPLICATION REQUIREMENTS

In addition to the general provider application requirements, Approved (Non-Relative) Providers must:

- Submit a completed Child Care Assistance Approved Provider application packet to the CCA Office;
- Submit a copy of their government issued photo identification to the CCA office;
- Apply directly to the Alaska Background Check Program (BCP) and submit the required information to receive criminal background clearances for each individual 16 years of age or older residing in the residence in which care will be provided; and
- Attend a Provider Orientation provided by the CCA office.

An Approved (Non-Relative) Provider application packet includes:

- *Approved Provider Application (CC21);*
- *State of Alaska Substitute Form W-9;*
- *Child Care Provider Rates and Responsibilities form (CC12);*
- *Get Out Alive! Disaster Preparedness and Emergency Evacuation Plan (CC10); and*
- *Approved Provider Health and Safety Requirements (CC11).*

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APPROVED RELATIVE PROVIDER APPLICATION REQUIREMENTS

In addition to the general provider application requirements, Approved Relative Providers must submit the following to the CCA office:

- A completed Child Care Assistance Approved Relative Provider application packet;
- A copy of their government issued photo identification;
- A copy of their Criminal background information, at the level of an interested person (Interested Person Report), issued by the Department of Public Safety within 90 days of the date the application is received, for the applicant and each individual residing in the residence in which care is provided, who is 18 years of age and older; and
- Attend a Provider Orientation provided by the CCA office.

An Approved Relative Provider application packet includes:

- *Approved Relative Provider Application (CC21);*
- *State of Alaska Substitute Form W-9;*
- *Child Care Provider Rates and Responsibilities form (CC12);*
- *Get Out Alive! Disaster Preparedness and Emergency Evacuation Plan (CC10);*
- *Approved Provider Health and Safety Requirements (CC11); and*
- *Release to Review Background Information form (CC13) for the applicant and each individual residing in the residence in which care is provided, who is 16 years of age and older.*

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PASS II & PASS III IN-HOME PROVIDER

APPLICATION REQUIREMENTS

In addition to the general provider application requirements, PASS II and PASS III In-home Providers must:

- Select a caregiver who is at least 18 years of age;
- Apply to the Alaska Background Check Program (BCP) directly and submit the required information to receive criminal background clearance for the selected caregiver;
- Submit a copy of a government issued photo identification for themselves and the selected caregiver to the CCA office;
- Attend a Provider Orientation conducted by the CCA office with their selected caregiver; and
- Comply with minimum wage standards and both federal and state employer tax requirements.

A PASS II and PASS III In-Home Provider Application packet includes the following forms to be completed and returned to the CCA office:

- *PASS II/III Parent/In-Home Provider Agreement (CC18);*
- *In-Home Provider Caregiver Verification form; and*
- *Health and Safety Guidelines for In-Home Care (CC27).*

NOTE: The application packet includes additional forms to be completed and returned to other agencies to ensure compliance with state and federal employment laws.



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PASS I IN-HOME PROVIDER APPLICATION REQUIREMENTS

In addition to the general provider application requirements PASS I In-home Providers must:

- Submit a completed PASS I In-home application packet to the Child Care Program Office (CCPO);
- Be at least 18 years of age;
- Submit a copy of their government issued photo identification to the CCPO;
- Apply directly to the Alaska Background Check Program (BCP) and submit all the required information to receive criminal background clearance;
- Not be a member of the family's Alaska Temporary Assistance (TA) household; and
- Not reside in the setting where care is to be provided.

A PASS I In-home Provider application packet includes:

- *PASS I In-Home Provider Application;*
- *State of Alaska Substitute Form W-9; and*
- *Child Care Provider Rates and Responsibilities form (CC12).*



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CPR & FIRST AID PROVIDER REQUIREMENTS

- **Licensed and Certified Provider Types** must follow the Licensing requirements for cardiopulmonary resuscitation (CPR) and first aid certifications.
- **Approved, Approved Relative, and In-home Provider Types** are granted an initial 6 month timeframe in which to obtain 'age appropriate' CPR and first aid certifications which must be maintained throughout the applicant's approval period. After this initial timeframe all subsequent renewal applications must include current certifications.
 - 'Age-appropriate' is dependent on the ages of children who will be in care. For example: The age appropriate CPR course for a provider caring for infants and toddlers would be Infant/Pediatric.
 - If a provider applicant has current certifications at the time of application, they must submit a copy of their certification within six months of their approval date, to the CCA office.
 - Approved, Approved Relative, and In-home applicants who have previously participated in the CCAP as any provider type must still have and provide current 'age-appropriate' CPR and first aid certificates prior to approval of a new or renewal application.
 - Classroom courses are required when residing within 60 road miles of a community offering a class. On-line certification is acceptable when residing more than 60 road miles of a community offering a class. If an on-line certification is obtained, the provider must complete and pass the first available classroom course offered within 60 road miles and submit a copy of the certification(s) to the CCA office.

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WHERE DO I APPLY?

To apply, Licensed Child Care Providers, Approved Relative Providers and Approved PASS II and PASS III In-home Providers should Contact the local CCA program serving their community:

Alaska Family Services

899 W Commercial Drive
Wasilla, AK 99654
tl: (907) 373-4450
toll free: 1-888-746-4080

Communities served: Cordova, Glennallen, Mat-Su Valley, Palmer, Valdez, Wasilla

The LeeShore Center

601 Frontgate Road, Ste 204
Kenai, AK 99611
tl: (907) 283-4707
toll free: 1-877-855-2227

Communities served: Aleutian Chain, Bristol Bay Area, Kenai Peninsula, Kodiak, Kotzebue, Nome

Catholic Community Service

419 Sixth St CCS Wing
Juneau, AK 99801
tl: (907) 463-6184
toll free: 1-800-505-6124

Communities served: Craig, Haines, Juneau, Ketchikan, Metlakatla, Petersburg, Prince of Wales, Sitka, Skagway, Wrangell

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1949 Gillam Way, Suite G, Rm 403
Fairbanks, AK 99701
tl: (907) 479-2212
toll free: 1-855-479-2212

Communities served: Barrow, Fairbanks, Eielson AFB, Moose Creek, North Pole, North Slope, Salcha, Tok, Yukon Kuskokwim Delta

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WHERE DO I APPLY? CONTINUED

The Provider Types in the below areas are approved by the CCPO for Child Care Assistance participation.

Within the Municipality of Anchorage only:

Licensed, Approved Relative and PASS II and PASS III In-home Providers

Communities served: Anchorage, Bird Creek, Chugiak, Eagle River, Girdwood, Joint Base Elmendorf-Richardson

Statewide:

CCPO approves ALL Approved (Non-Relative) Providers and PASS I In-home Providers

Child Care Program Office

Physical Address:

3601 C Street, Suite 140
Anchorage, AK 99503

Mailing Address:

PO Box 241809
Anchorage, AK 99524-1809

tl: (907) 269-4500

toll free: 1-888-268-4632

email: CCPO@alaska.gov

website: <http://dhss.alaska.gov/Pages/ccare>